



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

November 8, 2013

MRS. MARJAN PHILHOUR, TREASURER
BAY AREA DEMOCRATS
381 BUSH STREET SUITE 300
SAN FRANCISCO, CA 94104

Response Due Date
12/13/2013

IDENTIFICATION NUMBER: C00455881

REFERENCE: OCTOBER QUARTERLY REPORT (07/01/2013 - 09/30/2013)

Dear Treasurer:

This letter is prompted by the Commission's preliminary review of the report referenced above. This notice requests information essential to full public disclosure of your federal election campaign finances. **Failure to adequately respond by the response date noted above could result in an audit or enforcement action.** Additional information is needed for the following 3 item(s):

1. Line 6(a) of the Summary Page represents the total cash on hand as of January 1, 2013. This figure should be the same on all the reports covering the calendar year. Please amend your report to clarify the change made in Line 6(a). (2 U.S.C. § 434(b)(1) and 11 CFR §104.3(a)(1))
2. The beginning cash balance of this report does not equal the ending balance of your Mid-Year Report (4/1/13 - 6/30/13). Please correct this discrepancy and amend all subsequent report(s) that may be affected by the correction. (2 U.S.C. § 434)(b)(1))
3. The totals listed on Line(s) 6(c), 7, 11(a)(ii), 11(a)(iii), 11(d), 19, 20, 29, 31, and 32, Column B of the Summary and Detailed Summary Page(s) appear to be incorrect. Column B figures for the Summary and Detailed Summary Pages should equal the sum of the Column B figures on your previous report and the Column A figures on this report. Please file an amendment to your report to correct the Column B discrepancies for this report and all subsequent report(s) which may be affected by this correction. Note that Column B should reflect only the Calendar Year-to-Date totals. (2 U.S.C. § 434(b))

Please note, you will not receive an additional notice from the Commission on this matter. Adequate responses must be received by the Commission on or before the due date noted above to be taken into consideration in determining whether audit action will

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be initiated. Failure to comply with the provisions of the Act may also result in an enforcement action against the committee. Any response submitted by your committee will be placed on the public record and will be considered by the Commission prior to taking enforcement action. **Requests for extensions of time in which to respond will not be considered.**

Electronic filers must file amendments (to include statements, designations and reports) in an electronic format and must submit an amended report in its entirety, rather than just those portions of the report that are being amended. If you should have any questions regarding this matter or wish to verify the adequacy of your response, please contact me on our toll-free number (800) 424-9530 (at the prompt press 5 to reach the Reports Analysis Division) or my local number (202) 694-1162.

Sincerely,

A handwritten signature in black ink, appearing to read 'D. Butler', with a stylized, cursive script.

David Butler
Senior Campaign Finance Analyst
Reports Analysis Division